

Security Information

TAB D.

# FUNCTIONS AND WORKLOAD OF FOREIGN PUBLICATIONS BRANCH, STATE DEPARTMENT

## 1. Functions.

- a. With funds provided by State, CIA, Library of Congress, Army Map Service, Treasury, Armed Forces Medical Library, Agriculture, Tariff, and NSA, to procure foreign publications as required.
- b. To obtain desirable free material, and arrange exchanges.
- c. To uncover source material, investigate sources, and provide collection guidance to the field.
- d. To direct all activities of the Publications Procurement Officers.
- e. To brief and debrief Foreign Service personnel in publications procurement.
- f. To disseminate publications received, based on specific order or on priority interest.
- g. To publish an accessions list for the information of all agencies concerned. (This has never been done due to insufficient staff).

## 2. Workload.

### a. Operational Memoranda

These include instructions and correspondence with field collection offices and covering letters transmitting publications. They total over 9,000 a year.

### b. Receipt and Dissemination of Publications

Annual receipts include the following:

	Single Count	Total Copies
Newspapers	483,000	567,000
Press Summaries	30,000	212,000
Periodicals	110,000	199,000
Books and Monographs	23,000	33,000
Despatches, etc.	22,000	116,000
Total	668,000	1,127,000

State Dept. declassification & release instructions on file

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c. Backlog

At present there is an average delay of one week in disseminating the routine ordered publications. Dissemination of those items requiring scanning and checking against requirements may require several weeks or longer, depending on workload of the staff performing this activity.

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